

LINDA L. O'DELL, Ed.D.
SUPERINTENDENT



NINA R. RUIZ
CHIEF DEPUTY

**OFFICE OF THE
SUPERINTENDENT OF SCHOOLS**
GILA COUNTY, ARIZONA
(928) 402-8784

MEMORANDUM

TO: Mr. Cody Barlow
Principal/Superintendent, Pine Elementary School District

FROM: Linda O'Dell, Gila County School Superintendent

RE: Governing Board Appointment Process

DATE: December 5, 2014

Based on the outcome of the recent General Election, Dave Prechtel has been (appointed as if) elected to the Pine Elementary School District Governing Board for a four-year term, January 1, 2015 – December 31, 2018. In that regard, and due to the fact that no one stepped forward as a candidate for the two year vacancy created by Dave's decision to seek a four-year term, the district has a vacant two-year position as of January 1, 2015. I would like to move ahead in the process to appoint someone to this vacant position.

The process and time line for appointment of a new governing board member is noted below. I would like your agreement to move ahead as outlined. Please contact me at (928) 402-8784 or lodell@gilacountyaz.gov for further information or clarification.

PROCESS

1. Notice of Vacancy/Application/Interviews:
 - a. Interested residents of the school district will be invited to apply for appointment to the Governing Board vacancy via press release to local newspapers and notice of "Governing Board Vacancy" posted at the district, the post office and other community locations.
 - Application materials and information will be available at the Office of the County School Superintendent and the school district administration office. (I request that applicants prepare and submit a Letter of Interest, the Application, and three Letters of Reference.)
 - Application materials must be submitted to the Gila County School Superintendent's Office in Globe by the stated deadline.
 - Interviews of eligible candidates will be conducted by the Gila County Superintendent of Schools and a selection committee.
2. After interviews are completed, the Gila County Superintendent of Schools will:
 - a. Notify the district superintendent and Governing Board President to discuss the intended appointee or final candidates under consideration, if applicable;

- b. Make the final decision of the person to be appointed;
 - c. Notify the appointee and issue a press release announcing the appointment of the new Governing Board member; and
 - d. Administer the Oath of Office of the new board member upon request of the district.
3. As noted above, I am leaving open the possibility that a special election might need to be called, pending unforeseen circumstances or issues that may surface with regard to the appointment process.

PROPOSED TIME LINE

Press Release Announcing the Vacancy:	<u>Monday, December 8, 2014</u>
Submission of Applications:	<u>Monday, December 8, 2014 – Monday, December 29, 2014</u>
Interview Date(s)	<u>Thursday, January 2, 2015 – Thursday, January 8, 2015</u>
Recommendation:	<u>Friday, January 9, 2015</u>
Press release announcing appointment	<u>Friday, January 9, 2015</u>